

## Directive

GIPSA 4790.3

5/3/2002

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### **EMERGENCY NOTIFICATION POLICIES AND PROCEDURES**

#### 1. PURPOSE

This Directive establishes policies and procedures to be followed when certain unusual situations occur which require coordination within the Grain Inspection, Packers and Stockyards Administration (GIPSA). It addresses only those situations which involve the injury or death of on-duty GIPSA employees; injury or death of other persons due to GIPSA operations; loss or potential loss of Government-owned property and/or equipment from fire or natural disasters, grain dust explosions and fires, radioactive materials, biological agents; and other serious mishaps which occur in either private-sector or Federal workplaces.

#### 2. REPLACEMENTS HIGHLIGHTS

This Directive replaces GIPSA 4790.1, Emergency Notification Policies and Procedures, dated 6/30/97.

#### 3. AUTHORITIES

This Directive implements initial incident reporting, as required by 29 Code of Federal Regulations, Part 1960, and the U.S. Department of Agriculture Safety and Health Manual.

#### 4. POLICY

- a. The following situations will be reported to the Safety and Health Staff as soon as local supervisory personnel are aware of the incident:
  - (1) Any accident involving on-duty GIPSA personnel that causes fatal injury to one or more people.
  - (2) Any accident involving on-duty GIPSA personnel that cause injuries that requires hospitalization or medical treatment.

- (3) Any accident involving on-duty GIPSA personnel that causes property damage in excess of \$10,000.
- (4) Any explosions at a facility where GIPSA personnel are present.
- (5) Any incident which can reasonably be expected to cause adverse publicity for GIPSA.

**NOTE:** For the purpose of this Directive, employees on travel status are considered on duty.

b. Supervisory personnel will also report the following situations to the Safety and Health Staff, no later than the close of business on the next duty day. These reports may be left on the Safety and Health Staff's telephone answering machine.

- (1) Any fire, explosion, or fatal injury involving non-Federal personnel that occurs at a grain handling facility where Federal employees were not present.
- (2) Any evacuation, withdrawal of service, or similar situation based on a bomb threat, unduly hazardous conditions, or other dangers to GIPSA employees.

**NOTE:** Safety and Health Staff home and cell telephone numbers will be provided upon request. These numbers are not to be released to non-supervisory personnel.

- 5. GIPSA directives can be accessed on the Internet at [www.aphis.usda.gov/library/GIPSA Directives](http://www.aphis.usda.gov/library/GIPSA_Directives).

/s/ Donna Reifschneider  
Administrator